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30 March 1966
SG-66/181

MEMORANDUM FOR: Chief, Records Administration Staff
THROUGH : Chief, Records Integration Division
SUBJECT : Secure Storage of ^{25X1A2g} [REDACTED] Microfilm

1. ^{25X1A2g} [REDACTED] microfilm is now kept in unlocked 3-way combination safes at the Records Center. It is requested that henceforth these safes be assigned combinations and kept locked as an additional security precaution.

2. Incidentally, this requirement will not impose additional workload on Records Center personnel. We anticipate, at most, one request per month for a reel of microfilm over the next year.

^{25X1A9a} [REDACTED]

Chief, DDP Systems Group

cc - C/RID
CI/MRO
C/OS/Phys SD